

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

| Bid ID | Date | Buyer | Page |
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| CIMIL-0000002106 | 04/11/2008 | Diane Berndt | 1 |
| Payment Terms | DateTime Bid Open | Closing | |
| PROMPT PAY | 04/11/2008 10:55 AM | 05/08/2008 02:00 PM | |

Ship To: SEE BELOW
MILWAUKEE WI 53202
United States

Bill To: DER-ADMINISTRATION DIV 1651
200 E Wells St Rm 706
Milwaukee WI 53202-3560
United States

| Line | Item | Description | Mfg ID | Mfg Item ID | Quantity | UOM | Need Date |
|------|------|---|--------|-------------|----------|-----|-----------|
| 1 | | RFP FOR ENTRY LEVEL EXAMINATION FOR FIREFIGHTER JOB CLASSIFICATION | | | 1.0000 | VEN | |

Freight Terms: DEST **Ship Via:** NOT APPL

REQUEST FOR PROPOSALS TO PROVIDE AND/OR DEVELOP AND IMPLEMENT A JOB RELATED EXAMINATION OR EXAMINATION COMPONENTS TO BE USED AT THE DISCRETION OF THE CITY OF MILWAUKEE TO EFFECTIVELY MEASURE THE BASIC KNOWLEDGE, SKILLS, ABILITIES (EXCLUDING PHYSICAL ABILITY) FOR ENTRY LEVEL FIREFIGHTERS IN ACCORDANCE WITH ATTACHMENT A.

THE DEADLINE FOR SUBMITTING QUESTIONS REGARDING THIS RFP IS NO LATER THAN 4:45 P.M., CST ON APRIL 23, 2008. QUESTIONS ARE TO BE SUBMITTED IN WRITING TO THE CONTACT PERSON DETAILED HEREIN VIA E-MAIL (PREFERRED) AT DIANE.BERNDT@MILWAUKEE.GOV OR BY FAX AT 1-414-286-5976. ANSWERS TO THE QUESTIONS RAISED WILL BE POSTED ON THE PROCUREMENT SERVICES SECTION WEB PAGE IN THE FORM OF AN ADDENDUM TO THIS RFP AS AN ADDENDUM. QUESTIONS RECEIVED AFTER THIS DATE MAY NOT BE CONSIDERED.

*****PLEASE READ ALL DOCUMENTS CAREFULLY.*****

THE FOLLOWING SHOULD ALSO BE SUBMITTED WITH YOUR PROPOSAL:

THIS DOCUMENT (CIMIL0000002106) MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL. YOUR SIGNATURE WILL INDICATE YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN.

THE LIVING WAGE AFFIDAVIT OF COMPLIANCE MUST BE NOTARIZED AND RETURNED WITH YOUR PROPOSAL.

THIS INFORMATION IS MATERIAL TO THE NATURE OF THE RFP AND FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE.

THE SUCCESSFUL PROPOSER MUST FURNISH EVIDENCE OF INSURANCE COVERAGE IN ACCORDANCE WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS. THE INSURANCE CERTIFICATE MUST BE ACCOMPANIED BY AN "AFFIDAVIT OF NO INTEREST". THE ORIGINAL INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE APPROVED BY THE OFFICE OF THE CITY ATTORNEY PRIOR TO THE COMMENCEMENT OF ANY WORK.

PROPOSERS ARE TO PROVIDE EIGHT (8) 3 RING BINDER BOUND HARD COPIES OF THEIR PROPOSAL ON 8 1/2 X 11 PAPER. ONE (1) CLEARLY MARKED ORIGINAL AND SEVEN (7) COPIES AND ONE ON CD ROM OF THEIR ENTIRE PROPOSAL.

ALL OF THE COST PROPOSAL COPIES ONE (1) CLEARLY MARKED ORIGINAL, SEVEN (7) COPIES MUST BE SUBMITTED IN A SINGLE, SEPARATELY MARKED, SEALED ENVELOPE.

AN AWARD WILL BE MADE TO THE HIGHEST RANKED PROPOSER BASED ON THE FOLLOWING CRITERIA:

VALIDITY, PRACTICALITY AND EFFICIENCY OF THE PROPOSED SELECTION COMPONENTS AND THE QUALITY OF THE TEST DEVELOPMENT AND VALIDATION STUDY PROCESSOR QUALITY OF PROPOSED TEST DEVELOPMENT AND VALIDATION STUDY PROCESSES INCLUDING REFLECTION OF PROFESSIONAL TESTING STANDARDS. QUALIFICATIONS AND EXPERIENCE OF THE FIRM. 50%

EXPERIENCE OF THE FIRM IN FIREFIGHTER SELECTION PROCESS DEVELOPMENT AND EXPERIENCE AND QUALIFICATIONS OF PROPOSED PERSONNEL ASSIGNED TO WORK WITH THE CITY. 25%

TIMETABLE FOR PROJECT COMPLETION FOR PROPOSALS EQUIVALENT REGARDING PROJECT QUALITY AND EXPERIENCE/QUALIFICATIONS. 5%

COST OF PROPOSAL. 20%

USE OF A CITY CERTIFIED EBE VENDOR - UP TO 10 ADDITIONAL POINTS

NOTE: THE EBE REQUIREMENT IS NOT MANDATORY, BUT VENDORS WHO UTILIZE A CITY CERTIFIED EBE BUSINESS WILL BE ELIGIBLE TO RECEIVE UP TO 5 ADDITIONAL POINTS. PROPOSERS MUST DETAIL IN THEIR PROPOSAL WHAT ROLE THE EBE SUBCONTRACTOR WILL

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| | | ASSUME IN THIS PROCESS. IN ADDITION, EBE FORMS A AND B MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL. FOR INFORMATION ON THE CITY'S EBE PROGRAM, CONTACT CHRISTOPHER MARTIN AT (414) 286-5552. | | | | | |

THE CITY RESERVES THE RIGHT TO DETERMINE THE SUITABILITY OF PROPOSALS ON THE BASIS OF ALL OF THESE CRITERIA.

BASED ON THE ABOVE CRITERIA, THE CITY WILL SELECT THE RESPONDENT WHOSE PROPOSAL BEST MEETS THE CITY'S NEEDS AS DEFINED IN THIS RFP. CONTRACTUAL COMMITMENTS ARE CONTINGENT UPON THE AVAILABILITY OF FUNDS, AS EVIDENCED BY THE ISSUANCE OF A CONTRACT AND/OR PURCHASE ORDER. ALL CONTRACTS ARE SUBJECT TO THE APPROVAL OF THE CITY'S LEGAL COUNSEL AND THE PURCHASING DIRECTOR, PRIOR TO EXECUTION.

THE "INVITATION TO BID DOCUMENT" WITH A SIGNATURE AND ALL ATTACHMENTS, ADDITIONAL PAGES, ADDENDA OR EXPLANATIONS SUPPLIED BY THE VENDOR WITH THE PROPOSAL WILL BE CONSIDERED AS PART OF THE PROPOSAL RESPONSE. IF AN ORAL INTERVIEW/PRESENTATION IS REQUIRED OF SELECTED FINALISTS, IT SHALL BE AT THE RESPONDENT'S EXPENSE. HOWEVER, AN AWARD MAY BE MADE WITHOUT DISCUSSION WITH THE RESPONDENTS. THEREFORE, ALL PROPOSALS SHOULD BE SUBMITTED INITIALLY ON THE MOST FAVORABLE TERMS, FROM BOTH TECHNICAL AND COST STANDPOINT.

RFP CONTACT INFORMATION:

CONTACT PERSON: _____

TELEPHONE: _____

CELL PHONE: _____

CONTACT PERSON'S E-MAIL ADDRESS: _____

=====

REQUEST FOR PROPOSAL (RFP)

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

The City strives to make timely payment on all invoices. Payment to the vendor will be deemed timely if the payment is mailed, delivered, or transferred within 60 calendar days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later. If the City does not make payment by the 60th calendar day, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the City disputes the amount of the invoice). Reference Common Council File No. 900859 adopted October 16, 1990, Provisions of State Statute 66.285 and 66.286.

If this Request for Proposal has subcontractor requirements, the prime contractor must pay the subcontractor(s) within ten (10) working days of the contractor's receipt of payment from the City of Milwaukee, or ten days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 11th calendar day.

Proposers are requested to state their best cash discount on the line below for payment made within thirty (30) days

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following receipt and acceptance of this service. Cash discounts offered by the Proposers, ONLY if payment terms are thirty (30) days or more, may be considered in determining the cost of your proposal. However, if the Proposer who is awarded this contract has quoted a more favorable discount for earlier payment, and the City pays within that earlier timeframe, the Proposer will be held to that quoted discount.

_____ % _____ days

Sealed Proposals, the original and the specified required number of copies, for furnishing services, work, material, labor, or material and labor combined as specified above will be received in the Office of the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 E. Wells Street, Milwaukee, Wisconsin 53202 no later than 2:00 p.m. of the closing date specified in the upper right-hand corner of page one of this RFP. Your envelope must be plainly marked in the lower left-hand corner of the envelope as follows:

RFP #: 0000002106

RFP DESCRIPTION: RFP FOR ENTRY LEVEL EXAMINATION FOR FIREFIGHTER JOB CLASSIFICATION

CLOSING DATE AND TIME: 2:00 PM CST MAY 8, 2008

Any proposal received in an envelope not properly and clearly marked as specified above will result in the proposal being rejected. 1 original and 7 copies of your proposal must be submitted. Your proposal must be signed (manually) to be considered. Proposals received after the date and time specified above will be rejected and returned.

NOTE: All proposals, the original and required number of copies specified above, must be time stamped in Room 601, City Hall, by 2:00 p.m. on the closing date. Proposal opening will be in Room 301C of City Hall at 2:30 p.m. The names of firms submitting proposals will be publicly read and will be the only information available at that time.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY EXECUTED.

IMPORTANT!

Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Standard Terms and Conditions, and the City of Milwaukee Contract.

Your proposal must meet the plan(s) or scope of services set forth herein. Proposals must be submitted on the forms provided with attachments as applicable.

PERFORMANCE BOND REQUIRED: \$ N/A

ATTACHMENTS:

- 1) ATTACHMENT A - SCOPE OF SERVICES
- 2) COST PROPOSAL WORKSHEET
- 3) LIVING WAGE AFFIDAVIT - MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
- 4) EBE FORMS A AND B (IF UTILIZING AN EBE SUBCONTRACTOR).
- 5) DESIGNATION OF PROPRIETARY AND CONFIDENTIAL INFORMATION FORM

The undersigned Proposer, by its authorized person signing below, proposes to furnish the services, work, material, labor, or material and labor combined described above at the prices named above in accordance with the plans and the terms and conditions as set forth in the RFP, the Standard Terms and Conditions, the CITY contract, and if its Proposal is accepted, the Proposer agrees to all provisions set forth herein will become binding as part of a contract upon the fulfillment of all conditions precedent set forth herein. Proposer further assures that, if the Proposer's performance is contingent upon the acts of another party, the Proposer has the necessary commitment to complete the contract.

PERFORMANCE OR DELIVERY: Time is of the essence for all terms of the Contract. Performance or Delivery is as specified within the RFP.

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GUARANTEED PERFORMANCE OR DELIVERY: Failure of the Contractor to adhere to the performance or delivery schedule as specified, shall render the Contractor liable for the difference between the "open market" and the contract price.

In signing and submitting this proposal, the Proposer assures the City of Milwaukee that the Request for Proposal, the Proposal, the Standard Terms and Conditions, and the City Contract have been read and understood, and that the furnishing of the subject service work, material, labor, or material and labor combined, is under Proposer control subject to the terms and conditions outlined in the above documents. If the Proposer's performance is contingent upon the acts of another party, the responder assures that they have the necessary commitments to complete the contract which may be awarded to them.

CONTRACTOR agrees that they will comply with all applicable requirements of the AMERICANS with DISABILITY ACT of 1990, 42 U.S.C. 12101, et seq.

IMPORTANT! THIS FORM MUST BE SIGNED, IN ADDITION TO THE RFP RESPONSE.
MANUAL SIGNATURES ONLY, NO FACSIMILES.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

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CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR REQUESTS FOR PROPOSALS

Upon award and acceptance of this RFP by the City of Milwaukee, the undersigned proposer, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)



FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____